

**CITY OF OPELIKA
PURCHASING DEPARTMENT**

INVITATION TO BID

**LILLIE FINLEY
PURCHASING-REVENUE MANAGER
OFFICE: (334) 705-5120
FAX: (334) 705-5128**

BID DATA

BID NUMBER: 19028
COMMODITY TITLE: 2019 Ford F-350 Extended
Cab & Chassis
USER DEPARTMENT: Opelika Power Services
BUYER: Lillie Finley
BUYER TELEPHONE: (334) 705-5120
ISSUE DATE: July 30, 2019

BID OPENING

DAY/DATE: August 12, 2019
TIME: 2:00 PM
LOCATION: City Hall Conference Room
MAILING ADDRESS: City of Opelika
Purchasing Department
P.O. Box 390
Opelika AL 36803-0390

The City of Opelika Purchasing Department will receive sealed bids for a vehicle equal to **One (1) 2019 Ford F-350 Extended Cab & Chassis** per the attached specifications. Bids must be received **by 2:00 PM on August 12, 2019** at which time they will be opened and read aloud. Late bids will not be considered nor returned.

BIDS MAY BE MAILED TO:
City of Opelika
Purchasing Department
PO Box 390
Opelika, AL 36803-0390

BIDS MAY BE DELIVERED TO:
City of Opelika of Opelika
Purchasing Department
204 S. 7th Street
Opelika, AL 36801

PART ONE

GENERAL TERMS AND INSTRUCTIONS

SECTION I TERMS AND CONDITIONS

- 1.1 All bids submitted shall be firm for a minimum of 60 days, unless otherwise specified.
- 1.2 The equipment furnished under these specifications shall be the latest improved model in current, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. USED, SHOPWORN. DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE, UNLESS SPECIFICALLY STATED OTHERWISE IN THE SPECIFICATIONS.
- 1.3 The City reserves the right to cancel or make null and void, any purchase order, if delivery cannot be made on the specified delivery date.
 - 1.3.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- 1.4 All items shall be delivered F.O.B. destination. Delivery costs and charges shall be included in the bid, unless otherwise stated in the specifications or proposal.
- 1.5 The name and manufacturer, trade name, manufacturer or vendor catalog number mentioned in the specifications and proposal sheet is for the purpose of designating a minimum standard of quality and type and for no other reason. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items unless, otherwise stated in the specifications or proposals.
- 1.6 Bid tabulations will not be given over the telephone. Vendors desiring a bid tabulation shall enclose a stamped self-addressed envelope with their bid.
- 1.7 Bid awards are not official until a purchase order is issued or the Purchasing Department notified the successful vendor in writing.
- 1.8 By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party

found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

- 1.9 Vendors not listed on the City of Opelika vendor list shall submit with their bid, a completed W-9 form (attached).

SECTION II SUBMISSION OF BID

- 2.1 Bids received after the designated date and time will not be opened nor returned.
- 2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.
- 2.3 All bids are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the Title of the Invitation to Bid, the Bid Number and the Opening Date. Facsimile and telephone bids will not be accepted.
- 2.4 All bids shall be typewritten or completed in black ink.
- 2.5 An authorized officer or agent of the company submitting the bid must sign all bids in order to be considered.
- 2.6 Bid documents shall be submitted, in **DUPLICATE**, to the City of Opelika, Purchasing Department.
- 2.7 Bids, which show omission, irregularity, alteration of forms, additions not called for, or conditional or unconditional unresponsive bids may be rejected.
- 2.8 Any bids submitted with corrected errors shall have the correction initialed by the person signing the bid.
- 2.9 Bidder shall submit with bid, the latest printed literature and detailed specifications on equipment they propose to furnish. This literature is for informational purpose only and shall be used to help determine a product's compliance with specifications.

SECTION III BID EVALUATION

- 3.1 The City reserves the right to evaluate all bids, waive any technical or informalities, reject any and/or bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City.
- 3.2 The bid evaluation will be made on the following criteria:
 - 3.2.1 Bid price
 - 3.2.2 Compliance with specifications
 - 3.2.3 Ability to deliver product or service
 - 3.2.4 Prompt pay discount, if offered, and meeting requirements of **Section 3.4
 - 3.2.5 Availability of warranty service and parts
 - 3.2.6 Delivery date

- 3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items being purchased nor increase the estimated maintenance and repair cost to the City.
- 3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after the receipt of a correct invoice.
- 3.5 The City reserves the right to award all bids in their entirety or part, whichever, in its opinion, best serves the interest of the City.
- 3.6 Unless clearly shown on the bid that it is the intent a reduced total price is being offered on the basis of receiving an award of all items covered by the total, an totals should be the actual sum of the extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended price(s) and/or total price(s), unit price shall govern and the bid will be refigured accordingly.
- 3.7 Alabama Bid Law allows a Local Preference to businesses located within the City of Opelika when their bid is within 5% of the lowest responsible bid. The City will extend that preference when applicable.
- 3.8 The City shall be the sole judge as to an item meeting or exceeding the specifications.
- 3.9 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Alabama or United State law.

SECTION IV BILLING AND PAYMENT

- 4.1 The vendor shall submit an invoice in duplicate to:

City of Opelika
Accounting Department
PO Box 390
Opelika, AL 36803-0390
- 4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, subject to any discounts offered.
 - 4.2.1 Payment will be made by the City to the vendor upon receipt of invoice, a copy of the Title Application filed with the State of Alabama, a copy of certificate of Origin, Bill-of-Sale, and acceptable of the vehicle by the City.
 - 4.2.2 Any prompt pay discount will be computed from the date of delivery of the equipment, supplies, or materials at destination, when final inspection and acceptance are at those points, of from the date the correct invoice is received, if the latter is later than the date of delivery.

**OPELIKA POWER SERVICES
VEHICLE SPECIFICATIONS
19028**

(1) 2019 FORD F-350 EXTENDED CAB & CHASSIS

COLOR: #Z1 WHITE

TRIM: #AS GRAY VINYL

EQUIPMENT INCLD: 60" CA. DUAL REAR WHEELS, 14.000# GVWR, 6.7L V-8 DIESEL ENGINE, 6 SPD AUTOMATIC, AIR COND, AM/FM, 4 WHL DISC & ABS BRAKES, DUAL AIR BAGS, FUEL LINE KIT, 150 AMP ALT, 40-GAL AFT AXLE FUEL TANK.

11,300# GVWR, 56 " CA, 35 GALTANK & RECIEVER HITCH

SPARE TIRE & WHEEL

LOCKING REAR AXLE

MOULDED CAB STEPS

INTEGRATED ELECTRIC BRAKE CONTROL

110 v / 400-watt DASH MTD POWER OUTLET

DUAL ALTERNATORS 332 AMPS TOTAL OUTPUT

(6) AUX UPFIT SWITCHES

REAR VIEW CAMERA PREP/ KIT w mirror display shipped loose for body mtng

HD SUSPENSION PKG

POWER WINDOWS – LOCKS – MIRRORS & KYLS ENTRY

UPGRADE TO 4WHEEL DRIVE

ALL TERRAIN TIRES

SKID PLATE PKG

ELECTRIC SHIFT TRANSFER CASE

AM/FM RADIO W SYNC HANDS FREE PHONE CAPABILITY

4 CORNER LED WARNIG LIGHT SYSTEM

CAB GUARD MTD 23" AMBER LED BEACON

8' STD HEIGHT FLIP TOP SERVICE BODY w THESE FEATURES:

KNAPHEID MDL# 796F40 PAINTED WHITE INSIDE & OUT, STD SHELVING & DIVIDER PKG.

(6) DRWAER ALUMINUM MECHANICS TOOL CHEST INST IN LI-I FRT COMPT, FULL LENGTH COMPT w PLYWOOD LINING & REAR ACCESS DOOR ON LH SIDE UNDER FLIP TOP COM PT, LED LIGHTED COMPTS. CAB GUARD PTND WHITE. ELECTRIC MASTER LOCKING SYSTEM w REMOTES. (4) CARGO TIE DOWNS (NEAR CORNERS) w 2.000# RATING. STRAIGHT REAR STEP BUMPER, SPRAY IN BED LINER MATERIAL APPLIED AS FOLLOWS: FLOOR, WALLS, TAILGATE & STEP BUMPER, CLASS V RECIEVER HITCH w WIRING FOR LIGHTS & BRAKES ... LED STOP – TAIL & TURN INDICATORS. BACK UP ALARM.

SOUTHWIRE MAXIS JAX REEL STAND/WIRE RACK INST

WARRANTY: Minimum of 3-year or 36,000-mile factory warranty with no deductible, bumper to bumper and rust corrosion for 6 years/100,000 miles.

MANUALS: Two (2) sets of manuals containing operating and servicing instructions for the truck bid shall be included in bid. The manuals shall be as detailed as possible, outlining all necessary operating and servicing instructions for the vehicle. Necessary warnings and safety precautions shall be included.

Vehicles will be delivered to the Public Works Automotive Shop, 700 Fox Trail, Opelika, AL.

INFORMATION:

The price shall include any standard factory equipment, standard safety equipment, and any standard dealer installed items not specifically mentioned in the above specifications. Vehicle shall have all items listed in the respective manufacturer's published specifications as standard items on the package. **ALL BIDS SHALL INCLUDE THE PRICE OF THE TITLE and DELIVERY COST.**

The City, in preparing these specifications, has attempted to list those specifications which best meet the City's requirements for this vehicle. The specifications are written around the **F-350 EXTENDED CAB & CHASSIS**. However, manufacturer's specifications often vary, and the City welcomes bids on equipment, which may vary slightly in specifications. The City may waive minor differences in specifications, provided these differences do not violate the specifications intent, materially affect the operation for which the item or items being purchased, nor increase the estimated maintenance and repair cost to the City.

SERVICE MANUALS: Shall furnish two (2) parts, service and operator manuals.

**BID FORM
19028
(1) 2019 EQUAL TO FORD F-350 EXTENDED CAB & CHASSIS**

The undersigned declares that before preparing their bid, they read carefully the specifications and requirements for Bidders and that their bid is made with full knowledge of the kind, quality and quantity of services and equipment to be furnished, and their said bid is as stated on these pages. The undersigned offers and agrees, if this bid is accepted, within FIFTEEN (15) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item delivered at the designated point(s) within the time specified. **PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6**

Item	Description	Total Price
1.	2019 FORD F-350 EXTENDED CAB & CHASSIS	\$ _____

Delivery Information: Delivery shall be made within _____ calendar days after receipt of purchase order.

Discounts will be allowed for prompt payment: _____percent, 10 calendar days
_____percent, 15 calendar days
_____percent, 20 calendar days
_____percent, 30 calendar days
_____Net 30

COMPANY SUBMITTING BID _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS

TYPED NAME AND TITLE OF SIGNER

TELEPHONE NUMBER

DATE _____

FEDERAL ID NUMBER _____

E-MAIL ADDRESS _____

WEB SITE _____

BID NO.: 19028
ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. **NOTE:** NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE ARE PERMITTED WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME

BY (PRINTED)

BY (SIGNATURE)

TITLE

ADDRESS

PHONE NUMBER

FAX NUMBER

BID NO.: 19028
STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Opelika wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this commodity/service list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.
- _____ Specifications are unclear (explain below)
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Proposal.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your proposers list for this commodity or service.
- _____ Other (specify below).

REMARKS _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)